



Department of Housing and Community Development

April 9, 2012

NOTIFICATION OF VACANCY

WEATHERIZATION PROGRAM ASSISTANT

(Program Administration Specialist I)

POSITION: P14-00-25

Negotiable up to \$15.07

The Virginia Department of Housing and Community Development (DHCD) is seeking a dependable, organized, self-motivated person (part-time) to assist in the administration of the Virginia Weatherization Assistance Program by providing staff support in daily and special activities in order to promote state and federal program goals and objectives. The selected individual will assist with developing of a hard copy weatherization program materials library; incorporate policy changes and updates to WAP Operation Manual; coordinate updating weatherization data on website including development of a new fact sheet and Q&A statements; review of financial ledger documents for payment of invoices; prepare responses for special requests; organizing data files electronically; assist with preparation, distribution and tracking of contract documents; and with logistics and planning of database interchange and other training sessions and other duties as assigned. **Flexible part-time hours approximately 32 per week, Monday – Friday, Limited to 1500 hours per/year. Position is not eligible for state benefits.**

QUALIFICATIONS GUIDE:

Excellent oral and written communication skills and strong analytical capabilities. Must be familiar with windows-based computer software specifically Excel, and have strong overall computer skills. Strong familiarity with managing spreadsheets. Experience in managing multiple priorities. Must be able to engage in periodic overnight travel, and must be capable of working with diverse populations. High school diploma or equivalent (GED). Valid driver license required.

TO BE CONSIDERED FOR THIS POSITION, YOU MUST COMPLETE A STATE APPLICATION THROUGH THE ON-LINE EMPLOYMENT SYSTEM <https://jobs.agencies.virginia.gov> BY MONDAY, APRIL 16, 2012, 5:00 p.m. EST.

For additional information please contact our Human Resource Office, at (804) 371-7000

An Equal Opportunity Employer

Women, Minorities, Veterans and people with disabilities are encouraged to apply. Requests for reasonable accommodations will be provided to applicants in order to provide access to the application and/or interview process.